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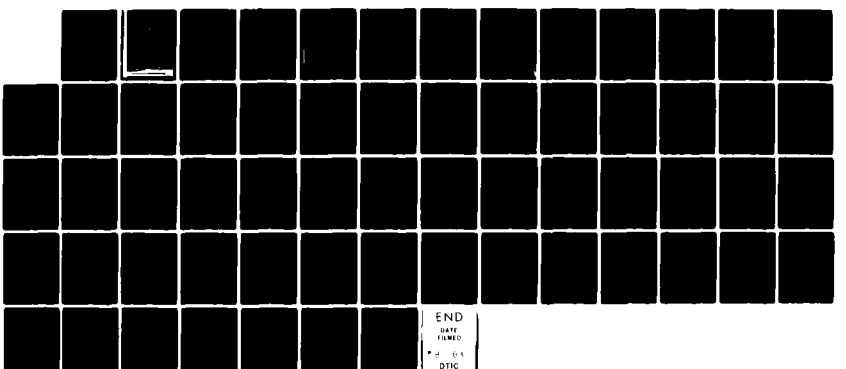
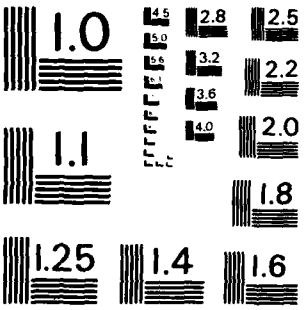




LISTER HILL CONTRACT REPORT CR 80-02

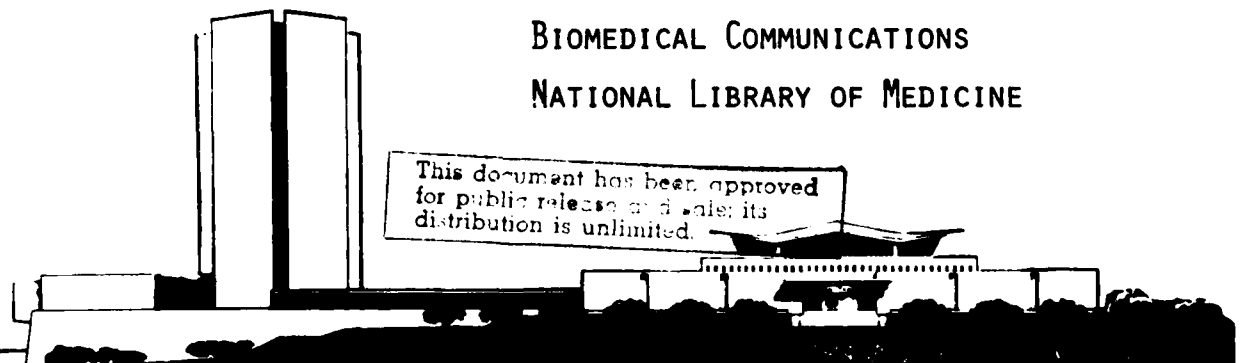
(1)

A User's Guide to Maintaining the Master Bibliographic File of the Integrated Library System

The MITRE Corporation

APRIL 1980

A CONTRACT REPORT TO THE
LISTER HILL NATIONAL CENTER FOR
BIOMEDICAL COMMUNICATIONS
NATIONAL LIBRARY OF MEDICINE



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16. Abstract (Limit: 200 words) The Integrated Library System (ILS) is a minicomputer-based system in which all automated library functions are processed against a single database. This manual details the protocols by which users of the ILS may create, edit and print tag and indicator fields within the Master Bibliographic File of the database. The Master Bibliographic File comprises the data structure of the cataloging copy for all records contained in the ILS. It serves as the 'template' against which all records are created and stored in machine readable form. This document expands the discussion of tag and indicator data manipulation contained in MTR-80W00074, 'A Guide to Using the Bibliographci Fea+ures of the Integrated Library System'.

17. Document Analysis a. Descriptors

Libraries- Information Systems

b. Identifiers/Open-Ended Terms

On-Line Circulation Systems
Machine Readable Cataloging Systems
Library Automation
Information Storage and Retrieval
Automated Circulation Control
Data Base Management Systems
User's Guide

c. COSATI Field/Group

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A User's Guide to Maintaining the Master Bibliographic File of the Integrated Library System

Sandy E. Anderson

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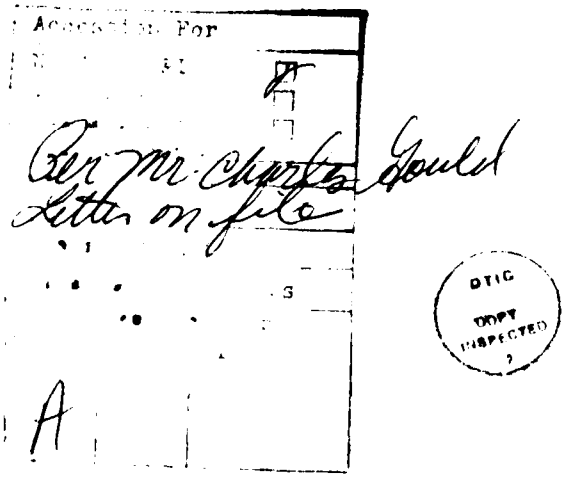

ABSTRACT

The Integrated Library System (ILS) is a minicomputer-based system in which all automated library functions are processed against a single database. This manual details the protocols by which users of the ILS may create, edit and print tag and indicator fields within the Master Bibliographic File of the database. The Master Bibliographic File comprises the data structure of the cataloging copy for all records contained in the ILS. It serves as the "template" against which all records are created and stored in machine readable form. This document expands the discussion of tag and indicator data manipulation contained in MTR-80W00074, "A Guide to Using the Bibliographic Features of the Integrated Library System."

TABLE OF CONTENTS

LIST OF ILLUSTRATIONS

1. INTRODUCTION

The Integrated Library System (ILS) currently being developed by the Lister Hill National Center for Biomedical Communications is a minicomputer-based library system designed to facilitate a wide variety of library activities in an on-line environment. The ILS is designed to accept library cataloging data through the processing of magnetic tapes from OCLC, a bibliographic utility. This library cataloging data is stored in ILS's Master Bibliographic File (MBF).

The MBF reflects the current version of the OCLC profile for the transmission of cataloging data. It lists for each tag (e.g., 245-Title Statement), its valid subfield codes (e.g., Subtitle) and indicators (e.g., 2-NLM Subject Heading), and specifies the document types for which they are valid (e.g., maps and musical scores). Because the OCLC profile is dynamic, modifications of its structure must be reflected in the MBF. It is the purpose of this document to detail the procedures by which MBF modifications may be made using a computer terminal.*

Sections 2.1 and 2.2 of this user's guide outline the procedures by which tag and indicator data may be either created or edited on-line. Section 2.3 details the procedure for getting a hard copy output of such data. Section 2.4 concludes with a discussion of the manner by which users may combine activities within one session on the terminal (i.e., editing tag data and then printing it). Extensive examples have been incorporated throughout the document to present each scenario clearly to the user.

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*For an overview of the various ILS functions, see King, S. G., "A Guide to Using the Bibliographic Features of the Integrated Library System (ILS)", MTR-80W00074.

Conventions used throughout this document are as follows:

1. All references to actions, conditions or messages generated by the ILS are set off by the header "ILS".

2. All references to actions, conditions or messages generated by the user are set off by the header "USER".

3. In cases where user/system interaction can be most clearly evidenced by being presented in a series of statements and displays, the header reads "ILS/USER". All references to user behavior are underlined for distinction.

4. In certain cases where it is the intent of this document to demonstrate an uninterrupted sequence of what appears on the screen, parenthetical qualifiers have been provided in the margins for clarification.

5. Since the ILS software will accept either upper or lower case commands at all command levels, (i.e., "ENTER COMMAND", "SELECT TAG ELEMENT TO BE CHANGED" and "SELECT ELEMENT OF SUBFIELD TO BE MODIFIED" commands) they have been referenced both ways throughout this document.

6. In all cases where only upper case characters are permitted (e.g., the LOG ON sequence, editing of tag names, and subfield names), the instructions so specify.

7. In all cases where only lower case characters are permitted (e.g., when creating a new subfield code) the instructions so specify.

8. Notes accompanying actions, conditions, and messages in this document are numbered sequentially for referencing at other points in the document.

2. SELECTION OF OPTIONS

Bibliographic data processing in ILS consists of nine system options. They are:

1. Begin to Process Tape
2. Display Tape Output
3. MIIS Node Sort (QZ into QZ2)
4. Output Tags
5. Priority Tag Groups
6. Selection Strategies
7. Tag Create/Edit
8. Indicators Create/Edit
9. List (Output) Indicators

In this document, however, we are only concerned with those four options which relate to maintaining the currency of the MBF. They are:

1. TAG CREATE/EDIT
2. INDICATORS CREATE/EDIT
3. OUTPUT TAGS
4. LIST (OUTPUT) INDICATORS

In the following subsections the procedures for navigating through each modification activity are addressed.

2.1 Working with Tag Data

2.1.1 How to Create a New Tag

2.1.1.1 Background

A new tag is created whenever the MARB Committee of the Library of Congress (LC) votes to create one and OCLC, Inc. incorporates it into their bibliographic tape format. This may occur aperiodically. User libraries may use this command to update the tag file whenever notice is received of a new tag's being established.

2.1.1.2 Procedure - Creating a New Tag

In order to create a new tag in the MBF the user must first LOG ON. The Log On sequence is as follows:

ILS:	(blank screen)	1 NOTE:	Instructions in parentheses represent actions or conditions. Instructions not in brackets represent characters to type or actually appearing on the screen. The↵ symbol signifies a carriage return.
USER:	(hit break key)	2 NOTE:	The actual number appearing on the screen will vary at each user site.
ILS:	LHNCBC 21 PW		
USER:	ILS↵	3 NOTE:	These 3 characters are called the password. Only authorized personnel have a need to know this information. The password will not appear on the screen when typed. The password must be typed in upper case characters.
ILS:	ID		
USER:	*↵	4 NOTE:	The asterisk is a second security feature to limit access to only authorized personnel.
ILS:	?	5 NOTE:	At this point the user is logged onto the ILS. The question mark here means ILS wants to know what the user wants to access.
USER:	C Q↵	6 NOTE:	This command "calls the Q program." This program is the area in which modifications to the ILS-MBF are made, and must be typed in upper case.
ILS:	OPTION	7 NOTE:	At this point ILS is waiting to be told which option the user wishes. If the user wishes to view the range of options a "?" should be typed. If the user knows which option to choose, all that need be typed is the first letter of the option statement requested.

			The 9 available options are listed at the beginning of Section 2. To create a new tag type "T" in either upper or lower case.
USER:	T↵		
ILS:	TAG CREATE EDIT	8 NOTE:	The user need only type the first letter of the option statement. ILS will fill in the rest of the option statement.
ILS:	TAG:	9 NOTE:	At this point ILS is asking the user for the number of the tag to be created in the ILS-MBF. A three-digit number with a left-leading zero (if necessary, e.g., 010 or 046) is typed.
USER:	046↵		
ILS:	NAME:	10 NOTE:	Tag header fields must be set first. ILS is requesting that the name of the new tag be typed.
USER:	SAMPLE ILS TAG↵	11 NOTE:	This field can contain a maximum of 60 characters. (See 76-77 NOTES)
ILS:	MIIS NODE:	12 NOTE:	The MIIS node is a 1- or 2- character printable ASCII symbol. Its function is to organize the MBF into prioritized parts so that those elements most frequently retrieved can be stored in a memory location which will permit rapid access. It is up to the site ILS user to decide the MIIS node designation. ! is a high priority node. S is a low priority node.
USER:	!↵	12A NOTE:	ASCII symbols X,Y,Z,ZZ,#,", are expressly prohibited from being assigned as MIIS node values. In the event a user inadvertantly types any such value, ILS will reply "MIIS NODE OF _____ IS NOT ALLOWED-PLEASE SELECT ANOTHER".

ILS:	INDEXED? NO/	13 NOTE:	The ILS system default is set to register that this tag and its subfield codes are not indexable points of access. If no countermanded instruction is given, the system will record a "NO" value. If a "YES" value is required, type in the letter "Y".
USER:	(No value)↵		If the header field "INDEXED" is set to "NO" and subsequently any subfield code is indexed "YES", the ILS software will automatically correct the tag header field "INDEXED" to a "YES" value. Correspondingly, if the tag header is set to "YES" and all subfield codes are later changed to "NO" values, the tag header will automatically be corrected to a "NO" value. (See also 36 NOTE.)
ILS:	# REPEATS /	14 NOTE:	The ILS system default is set to blank. If the new tag is a repeatable tag enter the number of times it can be repeated. The system will accept any number from 1 to 99. (See also 38 NOTE)
USER:	1↵		
ILS:	USED LOCALLY? YES/	15 NOTE:	The ILS system default is set to "YES". If the new tag is not used locally type "N".
USER:	(Yes value)↵		
ILS:	SUBFIELD CODE:	16 NOTE:	At this point the ILS is asking for input for all pertinent subfield codes. In order to record new subfield codes type the appropriate value in lower case letters only. If an upper case character is typed in error, a message will appear "ENTER 1 SMALL ALPHA." In the event a given subfield code has two (or more) different names corresponding to two or more document types,

the second (or more) version(s) of the subfield code would be entered here, followed by a numeric subscript, that is, subfield code a_1, a_2...a_n would be entered for each different meaning of "a" that would apply to a distinct document type(s). While it is possible, for example, for subfield code a_1 to apply to types 1, 3, and 5 and for subfield code a_2 to apply to types 2, 4, and 6, it is not possible for both subfield code a_1 and a_2 to both belong to types 1, 3, and 5 or 2, 4, and 6. (See also 20 NOTE)

16A NOTE: Whenever the user is creating a new tag extreme care must be taken that for every newly created tag there must be at least one subfield code entered! Failure to enter at least one subfield code for each new tag will result in the new tag's header data becoming appended to the header of the next legitimate tag. Programmer modification will be required to delete the new tag from the next legitimate tag. It is for this reason that the ILS software is designed to automatically delete an entire tag when the last remaining subfield code within it has been deleted. (See 48A NOTE)

USER: A↵

17 NOTE: Upper case character entered in error.

ILS: ENTER 1 SMALL ALPHA [and index # if >1]

17A NOTE: Error message displayed.

USER: a↵

18 NOTE: Lower case letter entered correctly.

ILS: NAME:

19 NOTE: ILS is ready to accept the name of new subfield code a. (Maximum 35 characters).

USER: SAMPLE SUBFIELD CODE↵

ILS: TYPES:

20 NOTE: ILS is asking for the document types for which subfield code a is valid. The user may enter any combination of numbers 1-6 which correspond to the following document types:

1. Serials
2. Books
3. Audio-Visual
4. Maps
5. Scores or Sound Recordings*
6. Manuscripts

*If the new tag is valid for only scores or only sound recordings enter document type 5 and consult ILS programming staff, as a programming change will be required.

USER: 246↵

21 NOTE: Type codes are entered without separating commas.

ILS: INDEXED? NO/

22 NOTE: The ILS system default is set to "NO"; i.e., this subfield code is not an indexable point of access. If it is desired that this subfield be made an indexable point of access type "Y" for yes.

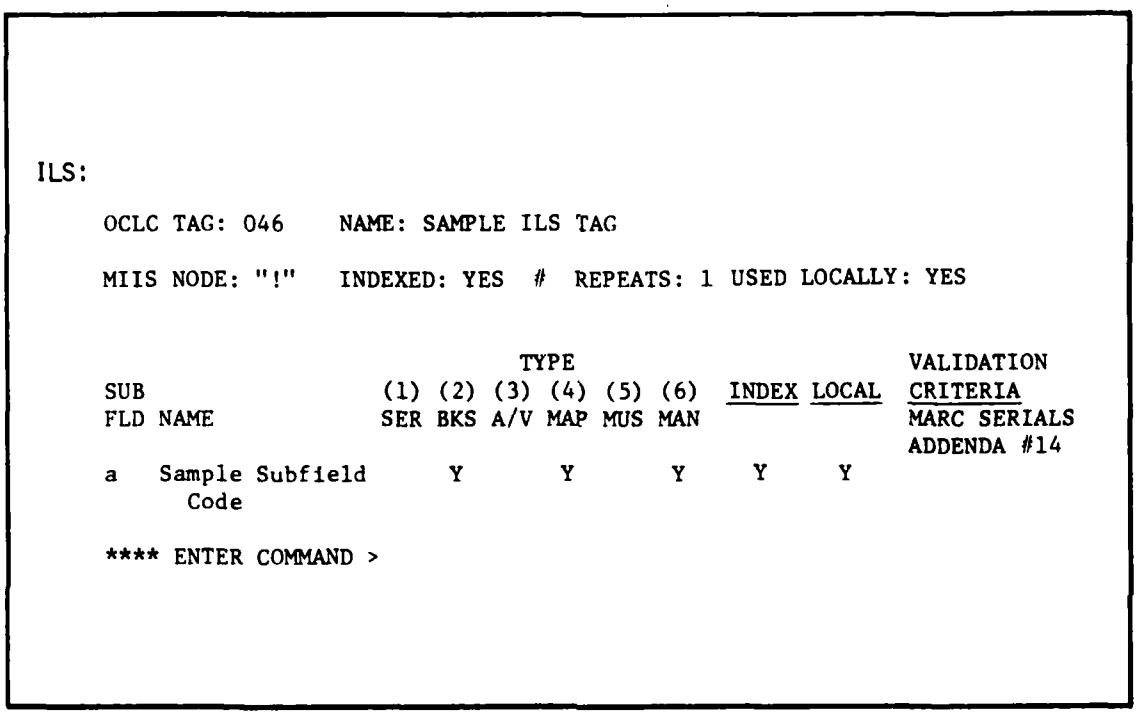
USER: Y↵

ILS: VALIDATION CRITERIA:

23 NOTE: ILS is asking for the authority for the existence of this subfield. A short message may be entered here.

USER: MARC SERIALS ADDENDA # 14↵

The screen will now appear as shown in Figure 2-1.



ILS:

OCLC TAG: 046 NAME: SAMPLE ILS TAG

MIIS NODE: "!" INDEXED: YES # REPEATS: 1 USED LOCALLY: YES

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL	VALIDATION CRITERIA MARC SERIALS ADDENDA #14
a	Sample Subfield Code	Y		Y		Y		Y	Y	

**** ENTER COMMAND >

FIGURE 2-1
SUMMARY OF NEW TAG 046 AS IT WOULD APPEAR ON TERMINAL SCREEN

ILS:	SUBFIELD CODE:	24 NOTE:	ILS is ready to accept the next new subfield code. Subfield codes need not be entered in alphabetical order, because the ILS software will automatically arrange them in alphabetical order.
USER: ↵		25 NOTE:	TO REVIEW THE CREATION OF THIS TAG THUS FAR PRESS CARRIAGE RETURN. (See Figure 2-1)
ILS:	**** ENTER COMMAND >	26 NOTE:	At this point you are out of the create tag mode and are in edit mode. Type "N" to input a new subfield for Tag 046. (See 58 NOTE).

2.1.2 How to Edit an Existing Tag

2.1.2.1 Background

Editing operations are done whenever users wish to modify the text of information already introduced into the ILS-MBF. A list of allowable options may be displayed by typing "?" in response to the prompt "ENTER COMMAND>". The allowable options are:

ILS/USER:

```
****ENTER COMMAND > ? ↵

'RETURN' to Continue
H to Edit New Header
E to Edit Subfield Data
H to Edit Heading for Tag Data
L to Set Local Usage
I to Index on this Subfield Code
D to Delete this Subfield
N to Input a New Subfield
A to Select Another Subfield
```

Editing can be done to either the header of a tag or to the subfield code information, using the "H" command or "E" command

respectively. The following two sub-sections outline how to edit both the header of a tag, and its subfield codes in two separate discussions.

2.1.2.2 Procedure - Editing the Header

In order to edit the header of a given tag it is first necessary to "LOG-ON", and select "Option: TAG CREATE/EDIT." (See 1-8 NOTES). When the ILS replies with the prompt "TAG:" the user must enter the 3-digit number (with left leading zero if necessary) of the tag header to be edited. Upon entering the appropriate 3-digit number and pressing "carriage return", the screen will fill up with the header information and the first subfield code. Figure 2-2 is a sample version of the screen up to this point. At this point the user must type in an "H" in response to the ILS statement "****ENTER COMMAND>".

USER: H↵

ILS:

OCLC TAG: 100 NAME: MAIN ENTRY - PERSONAL NAME

MIIS NODE: "$" INDEXED: YES #REPEATS: 1 LOCALLY USED: YES

SELECT TAG ELEMENT TO BE CHANGED >

27 NOTE: At this point ILS replies by re-displaying the header information again. This time, however, it does not include the first subfield code in its display.

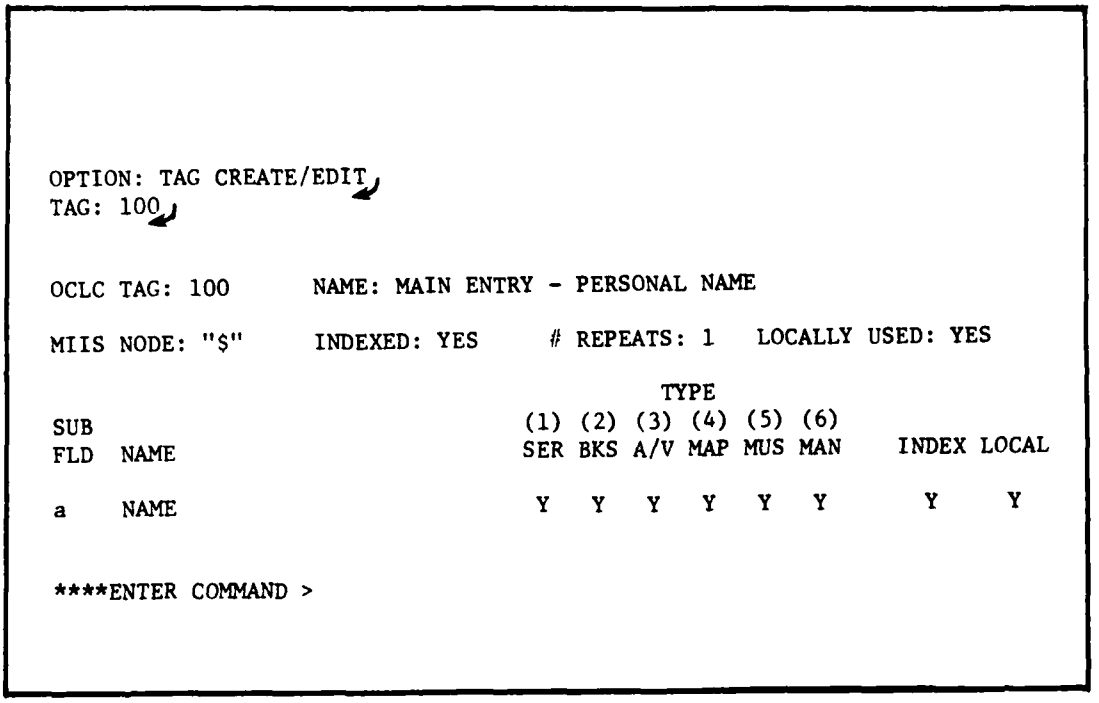


FIGURE 2-2
CRT DISPLAY—TAG 100 CALLED UP FOR EDITING

USER: "?"↵

28 NOTE: If the user wishes assistance to determine what the modifiable parts of the header are, and what commands to evoke to modify them, the "?" command should be employed. This will cause to be displayed the 6 areas within the header that may be edited.

ILS: ACCEPTABLE ELEMENTS ARE:

N - TO EDIT NAME OF TAG
M - TO EDIT THE MIIS NODE
I - TO EDIT INDEXED SWITCH
R - TO EDIT REPEAT COUNT
L - TO EDIT LOCAL USAGE
D - TO DELETE TAG 100 ALTOGETHER

SELECT TAG ELEMENT TO BE CHANGED >

USER: N↵

29 NOTE: To edit the name of the tag enter "N". (See also 58 NOTE)

ILS: MAIN ENTRY - PERSONAL NAME

REPLACE >

30 NOTE: ILS will display the name as it is currently in the system and ask for the part of the name to be corrected. It must be noted that any subsection within the character string may be altered without changing the rest of the string. If, however, the substring to be modified occurs more than once in the string (e.g., "NA" occurs in both words, "PERSONAL" and "NAME" the replacement will be applied to only the first occurrence of the substring. That means that "NA" in "PERSONAL" would be corrected and the "NA" in "NAME" would not. To alter only "NA" in "NAME" the user would have to identify the second "NA" as "NAM" thereby making it unique within the character string. To alter both occurrences of "NA" the

command would have to be repeated (1st enter "H" for "header" and 2nd enter "N" for "Name") to access the second occurrence of "NA". All replacements must be entered in upper case only! (See 52 NOTE.)

ILS/USER: REPLACE NAL ↵ WITH NNEL ↵

31 NOTE: In this case the user has edited "Personal" to become "PERSONNEL". This is done for illustration purposes only. It is also possible to insert or delete blank spaces between characters by pressing the space bar wherever the blanks occur or are being inserted. Notice that a "carriage return" is entered after the old string is copied and after the new string is entered.

ILS:

OCLC TAG: 100 NAME: MAIN ENTRY - PERSONNEL NAME

MIIS NODE: "$" INDEXED: YES # REPEATS: 1 LOCALLY USED: YES

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	NAME	Y	Y	Y	Y	Y	Y	Y	Y

**** ENTER COMMAND >

32 NOTE: After completing the name change in the tag header, ILS will then display the header information again, as corrected. ILS will now prompt the user for the next command. To access another area within the header, the user must first type "H" for header and then type any acceptable element (see 28 NOTE above).

USER: M↵

33 NOTE: The "M" command edits the MIIS node. (For a full discussion of MIIS nodes, see 12 NOTE above).

ILS/USER: REPLACE "$"↵ with> "?"↵

34 NOTE: The user inserts the old and new version of the MIIS node on the same line; a "carriage return" is entered after the old version is copied, and after the new version is entered.

ILS:

OCLC TAG: 100 NAME MAIN ENTRY - PERSONNEL NAME

MIIS NODE: "?" INDEXED: YES # REPEATS: 1 LOCALLY USED: YES

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	NAME	Y	Y	Y	Y	Y	Y	Y	Y

****ENTER COMMAND >

35 NOTE: At this point ILS has made the change to the MIIS node field, within the header, and is prompting the user for the next command. In order to edit another area within the header the user must first enter an "H" for header and then enter any acceptable element (See 28 NOTE above).

USER: I↵

36 NOTE: The "I" command edits the "INDEXED" field (See 13 NOTE).

ILS/USER: TAG 100 IS PRESENTLY INDEXED -- ENTER N TO ELIMINATE INDEXING > N↵

OR

ILS/USER: TAG 100 IS NOT PRESENTLY INDEXED - ENTER Y TO PERMIT INDEXING > Y

OCLC TAG: 100 NAME: MAIN ENTRY - PERSONNEL NAME

MIIS NODE: "?" INDEXED: YES # REPEATS 1 LOCALLY USED: YES

SUB FLD	NAME	(1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	NAME	Y	Y	Y	Y	Y	Y	Y	Y

37 NOTE: At this point ILS has changed the "INDEXED" field from "NO" to "YES." [Note that once a user has changed a tag header's indexed field to "Y", ILS will automatically create a "Y" in the indexed field of the "a" subfield for that tag. If this is undesirable the user must edit the subfield code (See 56 NOTE).] After having done so, ILS will display the header and reply "SELECT TAG ELEMENT TO BE CHANGED". At this point ILS is still directed at the header, therefore, the user does NOT need to press the "H" command and "carriage return"; all that needs to be done is to enter the appropriate option to modify another element within the header. (See 28 NOTE.)

ILS/USER: R

TAG 100 HAS 1 REPEAT, ENTER THE NEW # OF REPEATS > 3

OCLC TAG: 100 NAME: MAIN ENTRY - PERSONNEL NAME

MIIS NODE: "?" INDEXED: NO # REPEATS: 3 LOCALLY USED: YES

SELECT TAG ELEMENT TO BE CHANGED

38 NOTE: The "R" Command edits the number of tag repeats. (See 14 NOTE.)

39 NOTE: After ILS has incorporated the change in the number of repeats the system will again display the header and ask for the next tag element to be modified. Since the system is still directed at the header it is not necessary to type "H" and then the acceptable element command desired.

USER: L

40 NOTE: The "L" command modifies local usage.

ILS/USER:

TAG 100 IS USED LOCALLY AT PRESENT -- ENTER N TO ELIMINATE FURTHER LOCAL USE > N

OR

ILS/USER:

TAG 100 IS NOT USED LOCALLY -- ENTER Y TO PERMIT LOCAL USAGE > Y

ILS:

OCLC TAG: 100 NAME: THIS IS AN EXAMPLE NEW TAG MAXIMUM 60 CHARS LONG

MIIS NODE: "?" INDEXED: NO # REPEATS: 3 LOCALLY USED: NO

SELECT TAG ELEMENT TO BE CHANGED >

41 NOTE: The ILS system will allow users to set their own local usage of either an entire tag, or any component subfield codes within any given tag. The above example demonstrates the message generated by the system when either "Y" or "N" applies (This message is also generated in the case of indexed or non-indexed tags and subfield codes). In the event the indexed or local use header fields are set to "NO", and subsequently any 1 or more subfield codes should be created or modified to permit local usage (or indexable field), the ILS software will automatically correct the header to reflect the change. Correspondingly if the indexed or local use header is set to "YES" for local usage (or indexable field) and subsequently all subfield codes are revised to reflect "NO" local usage (or indexable field), the ILS software will correct the header to read "NO" in the header local usage field (or indexable field) after the last subfield code within the given tag has been edited to a "NO" value. Upon the completion of an "L" or "I" instruction, ILS will ask for the next acceptable element within the header to be edited.

2.1.2.2.1 Procedure - Deleting an Entire Tag

ILS/USER: SELECT TAG ELEMENT TO BE CHANGED > D

YOU WANT TO DELETE TAG 001 ? ENTER Y OR N > n

SELECT TAG ELEMENT TO BE CHANGED

OR

SELECT TAG ELEMENT TO BE CHANGED > d

YOU WANT TO DELETE TAG 001 ? ENTER Y OR N > Y

TAG 001 HAS BEEN DELETED

42 NOTE: The "D" command will "DELETE" the tag and/or any or all of its subfield codes. (For a discussion of subfield code deletion see 48 NOTE). To delete an entire tag, the user is required to first enter the "H" command and then the "D" command. Thus, a tag deletion command will always be preceded by the ILS prompt "SELECT TAG ELEMENT TO BE CHANGED". The only exception to this rule would be the condition whereby all successive subfield codes are being deleted. Given a tag with n subfield codes, the nth subfield deletion will cause the entire tag to be deleted even though the ILS prompt would have been, "ENTER COMMAND".

2.1.2.3 Procedure - Editing the Subfield Code(s)

In order to edit subfield codes within a given tag it is first necessary to "LOG-ON", and select option: TAG CREATE/EDIT (See 1-8 NOTES). When the ILS replies with the prompt "TAG:" the user must enter the 3-digit number (with left leading zero if necessary) for the tag whose subfields are to be modified. The ILS will respond by bringing to the top of the screen the header of the tag as well as the first subfield code within that tag. The ILS prompt "ENTER COMMAND" will appear and the user must enter "E" (either upper or lower case) to begin editing the first subfield code. If the user wishes instead to alter another subfield code (within the tag displayed) this operation may be achieved following either of 2 alternatives:

(1) Stepping down - the user may press carriage return for "n" successive times until the desired subfield code has come into view, or

(2) The "A" for Alter command may be used. The "A" command is an intra tag traveling command. That is, within the subfield code area of any given tag it enables a user to skip forward to the, e.g., "Z" subfield code or to skip backwards to the, e.g., "a" subfield code. It is the most

rapid way to travel between subfield codes under a given tag. In cases where a tag may have subscript subfield codes (e.g., a_1,b_2) the "A" command will accept the numeric qualifier as well, and will cause to be displayed the precise subfield code desired. The following is an illustration of employing "A" command to access the nth subfield code, where n>1. It must be noted that whereas command level instructions may be entered as either upper or lower case characters, all references to subfield code characters must be entered in lower case whether they represent new subfield codes to be entered, existing subfield codes to be accessed or existing subfield codes to be deleted.

ILS/USER:

```
**** ENTER COMMAND > A↵
```

43 NOTE: Command may be upper or lower case.

```
SUBFIELD CODE: C↵
ENTER SUBFIELD CODE OR '^'
```

43A NOTE: Subfield code value entered must be lower case.

```
SUBFIELD CODE: c↵
ENTER SUBFIELD CODE OR '^'
```

44 NOTE: Subfield code "c" does not exist in this tag.

```
SUBFIELD CODE: a↵
a    SAMPLE SUBFIELD CODE          Y   Y   Y   Y   Y   Y

**** ENTER COMMAND >
```

45 NOTE: Desired subfield code displayed with document types for which it is valid.

```
USER:    E↵
```

46 NOTE: At this point the user is ready to begin editing the subfield code currently displayed. All subfield codes have 4 component elements: the name, types for which it is valid, indexable status (Y or N) and local usage status (Y or N)

ILS:

```
                                        TYPE
SUB                                (1) (2) (3) (4) (5) (6)
FLD  NAME                          SER BKS A/V MAP MUS MAN  INDEX LOCAL

a    SAMPLE SUBFIELD CODE           Y   Y   Y   Y   Y   Y          Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >
```

47 NOTE: At this point the user may select any 1 of 5 subfield code editing options, each of which corresponds to various parts within the subfield code to be edited. By entering a "?" the user may cause to be displayed the list of acceptable subfield editing options and the mnemonic commands necessary to invoke the instructions. It should be noted that these commands are similar to those of the tag header, however, in order to access certain areas within the subfield code the user must first display that subfield code then type "E" and then the acceptable element command. Changing the status of the subfields' indexed fields, OR local use fields, however, may be accomplished without necessarily first having to select "E."

USER: ?↵

47A NOTE: Once the desired subfield code has been displayed on the screen, in order to edit the subfield code, the user must first type "E" and then the acceptable element. The "D" command, however, may delete a subfield without first having to type "E".

ILS:

ACCEPTABLE ELEMENTS ARE

D - TO DELETE SUBFIELD a ALTOGETHER
N - TO EDIT NAME OF SUBFIELD
T - TO EDIT TYPE CODES
I - TO EDIT INDEX FIELD
L - TO EDIT LOCAL USAGE FIELD

USER: D↵

48 NOTE: The "D" command will delete the entire subfield code. After the deletion has been executed the next existing subfield code will appear and the ILS prompt will read "ENTER COMMAND>" awaiting the next instructions (See also 42 NOTE).

ILS/USER:

DELETE SUBFIELD CODE b FOR TAG 001? Y OR N > y

SUBFIELD CODE B HAS BEEN DELETED FOR TAG 001

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
c	SECOND SAMPLE	Y		Y		Y			

**** ENTER COMMAND >

ILS/USER: **** ENTER COMMAND > d
THIS IS THE ONLY SUBFIELD FOR TAG '001'
DELETE ENTIRE TAG? NO/ y

TAG 001 HAS BEEN DELETED

48A NOTE: In the event that the tag consists of only 1 existing subfield code, deleting the sole subfield code will cause the entire tag to be deleted (see 16A NOTE)

OR

ILS/USER: **** ENTER COMMAND > d
THIS IS THE ONLY SUBFIELD FOR TAG '001'
DELETE ENTIRE TAG? NO/
n (DELETION DID NOT OCCUR)

**** ENTER COMMAND >

49 NOTE: At the end of each tag or subfield deletion activity, the ILS will revert back to command level "ENTER COMMAND". If after deleting some subfields there still remain at least 2 subfield codes under a given tag, to skip to the next subfield to be edited (within that tag) the user will either have to (1) step down or (2) use the "A" command to get to the new subfield code (within the tag) to be edited, and then (a) invoke the "E" command and then (b) select that portion of the new subfield code (within that tag) which is to be edited. In order to travel across tags to perform editing see Section 2.4 combining activities.

ILS/USER: ENTER COMMAND > E

50 NOTE: Once the user has entered the "E" command the displayed subfield code is redisplayed again, and the ILS prompt appears: "SELECT ELEMENT OF SUBFIELD TO BE MODIFIED>"

```
ILS/USER:                                (1) (2) (3) (4) (5) (6)
                                         SER BKS A/V MAP MUS MAN   INDEX LOCAL
a     SAMPLE SUBFIELD CODE                Y   Y   Y   Y   Y   Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED n↵
```

51 NOTE: The "N" command edits the subfield name which is re-displayed. (See also 58 NOTE).

```
SAMPLE SUBFIELD CODE

REPLACE >sample↵ WITH >sample↵      ← entered in lower case in error
```

52 NOTE: Editing the subfield name is identical to editing the tag header Name. (See 30-31 NOTES). Replacement string must be in all UPPER case letters or system will revert to "ENTER COMMAND "

```
STRING, sample NOT FOUND IN FIELD TO BE CHANGED

**** ENTER COMMAND > e↵
```

```
                                         TYPE
SUB                                  (1) (2) (3) (4) (5) (6)
FLD  NAME                            SER BKS A/V MAP MUS MAN   INDEX LOCAL

a    SAMPLE SUBFIELD CODE             Y   Y   Y   Y   Y   Y         Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > n↵


SAMPLE SUBFIELD CODE

REPLACE >SAMPLE↵ with >EXAMPLE↵     ← entered in upper case correctly
```

```
                                         TYPE
SUB                                  (1) (2) (3) (4) (5) (6)
FLD   NAME                           SER BKS A/V MAP MUS MAN   INDEX LOCAL

a     EXAMPLE SUBFIELD CODE          Y   Y   Y   Y   Y   Y         Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >
```

53 NOTE: The corrected string has been entered and accepted by ILS; the system will now prompt the user for the next element of the same subfield code to be edited.

ILS/USER:

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > T

54 NOTE: The "T" command edits the document types (See 20 NOTE).

THESE NUMBERS CORRESPOND WITH TYPE CODES ABOVE

123456

REPLACE >56 WITH >5

55 NOTE: This procedure is identical to editing the tag name field. (see 30-31 NOTES).

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	EXAMPLE SUBFIELD CODE	Y	Y	Y	Y	Y			Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >

ILS/USER;

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > I

56 NOTE: The "I" command sets the subfield as being an indexable point of access (see 13 NOTE).

SUBFIELD IS NOT NOW INDEXED -- ENTER Y TO INDEX THIS SUBFIELD > Y

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
b	EXAMPLE SUBFIELD CODE	Y	Y	Y	Y	Y		Y	Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >

OR

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > L

SUBFIELD IS PRESENTLY SET TO BE INDEXED ENTER N TO ELIMINATE INDEXING > N

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	EXAMPLE SUBFIELD CODE	Y	Y	Y	Y	Y			Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >

ILS/USER:

57 NOTE: The "L" command sets local usage of the subfield code. Since local usage is usually set after policy has been made locally, use of the "L" command is not expected to occur frequently (See 40-41 NOTES).

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > L

SUBFIELD a NAMED EXAMPLE SUBFIELD CODE IS
NOW USED LOCALLY ENTER N TO ELIMINATE LOCAL USAGE > N

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	EXAMPLE SUBFIELD CODE	Y	Y	Y	Y	Y			

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED >

OR

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > L

SUBFIELD a NAMED EXAMPLE SUBFIELD CODE IS NOT
CURRENTLY USED LOCALLY ENTER Y TO SET LOCAL USAGE > Y

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	EXAMPLE SUBFIELD CODE	Y	Y	Y	Y	Y			Y

57A NOTE: ILS has been designed to take into consideration the logical relationship between a subfield being an indexed subfield and its being used locally. Note particularly that if a subfield's indexed status is set to "Y," ILS will automatically respond by setting its local usage status to "Y," and will also set the local usage status in the header to "Y" as well.

In any subfield where local usage is eliminated, ILS will automatically eliminate its being an indexed field as well as, however, eliminating a subfield's indexed status will not cause ILS to elminate its local usage status.

2.1.2.4 Inserting a New Subfield Code

ILS/USER: **** ENTER COMMAND > "N"

58 NOTE: The "N" Command will also insert a new subfield code under a given tag. The "N" command used to insert a new subfield code should be distinguished from the "N" command which will edit the name of either a tag or subfield code. Since ILS commands may be input in either upper or lower case, the only distinguishable characteristic between the two commands is the command level at which each one is given. Whereas the name editing "N" command can only be entered after the "E" or "H" command has been invoked, the new subfield code "N" command may be invoked directly in response to the prompt "ENTER COMMAND>" (See 29, 51 NOTES).

ILS/USER:

SUBFIELD CODE: A ENTER 1 SMALL ALPHA [AND INDEX# IF >1] ← (See 17-18 NOTES)
SUBFIELD CODE: a
NAME: sample subfield code
TYPES: 12
INDEXED? NO/ n
VALIDATION CRITERIA:
USED LOCALLY? YES/

SUB FLD	NAME	TYPE (1) SER	(2) BKS	(3) A/V	(4) MAP	(5) MUS	(6) MAN	INDEX	LOCAL
a	SAMPLE SUBFIELD CODE	Y	Y						Y

**** ENTER COMMAND >

59 NOTE: In this exchange, an upper case character ("A") is first entered in response to the prompt "SUBFIELD CODE," whereupon the system generates an error message which calls for a lower case subfield code character (with or without a subscript character) to be entered instead. The ILS system then asks for (1) the new subfield code name; (2) the document types for which it is valid; (3) whether or not the subfield code is indexed, (4) the validation criteria for the subfield code's existance; and (5) whether or not the subfield code is used locally. After all elements have been entered, a carriage return will cause to be displayed the entire new subfield code element.

2.2 Working with Indicator Data

2.2.1 Background

The ILS-MBF data structure includes 2 character positions designated as the tag indicators for each tag. These indicators serve to give additional contextual relevance to the tag data with which they are associated. Within each tag record, each of the indicators may be represented by any 1 of 11 acceptable values, blank through 0-9. These values may represent the number of non-filing characters in this tag or the scheme out of which the tag data was taken (e.g., whether the tag data was an LC, NLM or National Library of Canada subject heading). As the indicators are relatively less dynamic than the tag data, it is not anticipated that users will have reason to create or edit in this area as frequently as in the tag file.

2.2.1.1 Procedure - How to Create New Indicators

To create a new indicator, the user must first LOG ON to ILS. (This procedure is detailed in Section 2.1.) When the ILS prompt reads "OPTION:" the user must then enter "I" and press carriage return, whereupon the system fills in the rest of the command "INDICATOR CREATE/EDIT".

USER/ILS: I↵NDICATOR CREATE/EDIT

ENTER TAG: 001↵

TAG 001 DOES NOT EXIST

60 NOTE: If the entire indicator is being entered for the first time, the user must first type in the 3-digit number of the new tag with which it is associated. Note that the ILS software requires that the new tag data be entered in the tag file before new indicator data associated with that tag will be accepted in the indicator file. At the time the tag is entered in the tag file, ILS software will automatically create 2 blank indicators valid for all 6 document

types with a meaning of "blank". If either "blank" values or type code "1-6" are not correct for that indicator, the user will be required to edit appropriately (see Section 2.2.1.2).

61 NOTE: If a new indicator value is added to an existing indicator (some values have already been entered), the user may add these new indicators via the "N" command. For a detailed discussion of the "N" command refer to 72 NOTE.

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > ^
ENTER TAG:↵ ← Enter new tag number to continue entering new indicators.

OPTION: ^↵ ← "up arrow" sends user to next highest (monitor) level.

?H↵

GOOD BYE

62 NOTE: If the user wishes to end an "Indicator Create/Edit" session a "^" and carriage return must be entered in reply to the prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS O.K.>". If the user instead, wishes to continue entering new indicators, it is necessary that the tag number associated with the new indicator be typed in reply to the "ENTER TAG" prompt. This will bring the user to the "ENTER TAG" level, whereupon a carriage return will bring the user to the option level. At this point the user must enter another carriage return to get to the monitor level. At the monitor level the user types a Halt command "H" and a carriage return and the session is ended. ILS will reply with "GOOD BYE". (See also 75A NOTE)

2.2.1.2 Procedure - How to Edit Existing Indicators

In order to edit the indicator file the user must first LOG ON and then select OPTION: INDICATORS CREATE/EDIT. (See also Section 2.2.1.1, How to Create New Indicators, and Section 2.1 above.) ILS will then respond by prompting the user for the number of the tag whose indicators will be edited.

ILS/USER: ENTER TAG :245

```
TAG :245
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :NO TITLE ADDED ENTRY

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > ?


OPTIONS FOR EDITING INDICATORS ARE:

  P - TO EDIT INDICATOR POSITION
  V - TO EDIT INDICATOR VALUE (E.G., FROM 3 TO 5)
  T - TO EDIT THE TYPE CODES (E.G., 345 TO 12346
  M - TO EDIT THE INDICATORS MEANING
  ^ - TO EDIT INDICATORS FOR A DIFFERENT TAG
  D - TO DELETE THIS INDICATOR ALTOGETHER
  N - TO CREATE A NEW INDICATOR ENTRY FOR TAG 245
  A - TO EDIT ANOTHER INDICATOR FOR TAG 245


ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

63 NOTE: Once the user has: (1) entered the number of the indicator to be edited and, (2) has pressed carriage return, the ILS will respond by printing out the first indicator value in the first position, and then ask the user to enter either (1) an edit option (if editing is required) or (2) a carriage return to step down (see Section 2.1.2.3).

In this example we may assume that the first indicator display is the indicator to be edited. To travel within the indicators of a given tag the user must use the "A" command (see 74 NOTE below).

ILS/USER:

Indicator to be Edited Displayed on the Screen

```
TAG :245
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :NO TITLE ADDED ENTRY
```

```
ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
P
```

```
 2ND INDICATOR WITH A VALUE OF '0' FOR TAG 245 EXISTS ALREADY
```

Conflicting Existing Indicator Automatically Displayed

```
TAG :245
INDICATOR POSITION : 2ND
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :0 NON-FILING CHARACTERS
```

ILS Asks For Verification Before Over-writing

```
ARE YOU SURE THAT YOU WANT TO REPLACE:

'0 NON-FILING CHARACTERS'

**** WITH ****

'NO TITLE ADDED ENTRY'
```

```
ENTER Y OR N > N
```

Conflicting Existing Indicator Re-displayed

```
TAG :245
INDICATOR POSITION : 2ND
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :0 NON-FILING CHARACTERS
```

```
ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

64 NOTE: The "P" command alters the "position" designation of an indicator. Valid indicator positions may be only 1 or 2. In the above example the user attempted to change a 1st position indicator with a "0" value to a 2nd position indicator with a "0" value. After the user typed in "P" and a carriage return, the system responded by notifying the user that such an indicator with that value was already known to the system. In order to avoid an unintentional

write over, the system displays the existing indicator and asks the user "ARE YOU SURE THAT YOU WANT TO REPLACE ... WITH ...". If the user types "N" for "NO" the transaction is aborted; the existing indicator is redisplayed, and the indicator which was to be edited is left unchanged. If the user types "Y" for "YES", the over-writing will occur.

ILS/USER:

```
INDICATOR POSITION : 3↵

INDICATOR POSITION MUST BE EITHER 1 OR 2

INDICATOR POSITION : 1↵
```

65 NOTE: If an improper value for an indicator position is entered into the system, ILS will refuse it.

ILS/USER:

```
TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :3
TYPES :135
INDICATOR MEANING :SAMPLE INDICATOR

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > P↵

TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE :3
TYPES :135
INDICATOR MEANING :SAMPLE INDICATOR

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

66 NOTE: In this case the user also elected to change the indicator position from 1st with a "3" value to 2nd with a "3" value. In this case, however, there was no already existing 2nd indicator with a value of 3. To edit the indicator position, under these circumstances, the user needs only to type "P" and a carriage return and the indicator will redisplay with the position corrected. It should be noted that since indicator positions may only be a "1" or "2" the "P" command will automatically switch a position designation from "1" to "2" or "2" to "1" without the user having to type in the actual number. To correct a position designation after having reversed it, the user would have to issue another "P" command to the same indicator position field.

ILS/USER:

```
TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE : 'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > V

INDICATOR VALUE : / 0

TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

67 NOTE: The "V" command allows the user to edit the indicator value. Values for input may be "blank", any single value 0-9 inclusive, or "0-9" representing all values 0-9 inclusive. (See Scenario 1,72 NOTE). This activity may most commonly occur when it is necessary to change the value from "blank" to a numeric value (0-9), after ILS has automatically generated the record because of a new tag entry. (It should be remembered that 2 blank indicators are automatically generated by ILS each time a new tag is entered. The "V" command enables the user to revise this automatic entry (see also 60 NOTE)).

ILS/USER:

```
INDICATOR VALUE : 3
```

LENGTH OF AN INDICATOR IS 1 CHARACTER

OR

```
TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE : 'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > V

INDICATOR VALUE : / $

TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE :$
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

68 NOTE: In the event the user should enter any character(s) other than blank or 0-9, the ILS software may accept them; however, they are not currently valid. Users should visually scan edited data before pressing carriage return in order to be assured that an invalid character was not entered in error.

ILS/USER:

```
TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE :3
TYPES :123456
INDICATOR MEANING :SAMPLE INDICATOR

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > V

INDICATOR VALUE : 3/ (space bar)

TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :SAMPLE INDICATOR

ENTER EDIT OPTION OR CARRIAGE RETRUN IF DATA IS OK >
```

69 NOTE: In the above case the user edited the value field from "3" to "blank" by pressing one space bar and entering a carriage return. The ILS system automatically typed "BLANK" in the value field of this record, however, the "meaning" field must still be edited via the "M" command (see 71 NOTE below). The space bar may also be used in the "value" field in place of the word "BLANK" when it is used in conjunction with the "N" command, i.e., the New Indicator command (See 72 NOTE below).

ILS/USER:

```
TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > T↵

TYPE : 123456/ 246↵

TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :246
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

70 NOTE: The "T" command edits the document types. The system is set to display the document types for which the indicator is currently valid. The user may edit these by typing in a new string of numbers, which symbolize the appropriate document types. The numeric symbols and the corresponding document types they represent are listed below:

1. Serials	4. Maps
2. Books	5. Sound Recordings or Musical Scores or Music (if both)
3. Audiovisual Material	6. Manuscripts

```
TAG :001
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES "123456"
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > T↵

TYPE : 123456/ 25↵

TAG :001
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :25
INDICATOR MEANING :INDICATOR IS BLANK
--------- OR -------------
```

```
TAG :001
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > T

TYPE : 123456/ 5 (space bar)

TAG :001
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :5
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

70A NOTE: Note that whereas in the "Tag Edit" Type command, the user may replace substrings as corrected, in the "Indicator Edit" Type command the user must type the entire string as corrected.

```
TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING: INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > M

ENTER THE MEANING OF 1ST INDICATOR WITH A VALUE OF '0' FOR TAG 002
> Series not traced  ← may be entered in either upper or lower case.

TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING: SERIES NOT TRACED  ← But will only appear
                                        in upper case

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

71 NOTE: The "M" command edits the meaning of an indicator. This command may be used to correct the meaning field in those instances where ILS has automatically generated 2 blank indicators. When in "indicator create" mode, should the user type "0-9" in the "value field" (see 72 NOTE) and enter the document type code (see 70 NOTE) ILS will then respond by automatically generating 9 additional successive indicator records with the "value" field and "meaning" fields incrementally filled in. This capability was designed to save time and minimize the tedium of individual entry of these indicators.

ILS/USER:

Display First Indicator Within Tag #

TAG :004
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > N

Enter Value 0-9 for New Indicators

INDICATOR POSITION : 1
INDICATOR VALUE : 0-9 ← See 67 NOTE
TYPES : 123456

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >

Display First System Generated New Indicator

TAG :004
INDICATOR POSITION : 1ST
INDICATOR VALUE :0
TYPES :123456
INDICATOR MEANING :0 NON-FILING CHARACTERS

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >

Display Second System Generated New Indicator

TAG :004
INDICATOR POSITION : 1ST
INDICATOR VALUE :1
TYPES :123456
INDICATOR MEANING :1 NON-FILING CHARACTERS

OR

ILS/USER:

```
TAG :006
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >

TAG :006
INDICATOR POSITION : 2ND
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS ON > N
```

Display Automatically Generated 2 Blank Indicators

← "NEW COMMAND" ENTERED

72 NOTE: The "N" command enables the user to create a new indicator within a given tag. This command has been included in the editing section of this document because it operates as an inserting mechanism, and would occur after the ILS has already created 2 blank indicators (See 60 NOTE). In the second scenario above the user first displayed the 2 automatically generated blank indicators and then entered the "N" command. (It is not, however, essential to display existing indicators before entering new ones). ILS responds by prompting the user for the position of the new indicator, its value, the type codes for which it is valid, and the indicator's meaning. Note that when using the "N" command the user is required to enter either 1 or 2, as the position designation, however, when the "P" command is given, the position designation is automatically reversed to the only other valid value (see 65 NOTE). When in the "N" command multiple indicators (within a given tag) may be successively entered.

ILS/USER:

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > N

1st New Indicator Entered

INDICATOR POSITION : 1

INDICATOR VALUE : 1
TYPES : 123456/

ENTER THE MEANING OF 1ST INDICATOR WITH A VALUE OF '1' FOR TAG 006
> THIS IS A TEST

2nd New Indicator Entered

INDICATOR POSITION : 2

INDICATOR VALUE : 1
TYPES : 123456/

ENTER THE MEANING OF 2ND INDICATOR WITH A VALUE OF '2' FOR TAG 006
> THIS IS ALSO A TEST

INDICATOR POSITION ; (carriage return #1) ←display LAST RECORD ENTERED breaks "N" command sequence.

2nd New Indicator Displayed

TAG :006
INDICATOR POSITION : 2ND
INDICATOR VALUE : 1
TYPES :123456
INDICATOR MEANING : THIS IS ALSO A TEST

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK> ←(carriage return #2) displays NEW KNOWN RECORD

Next Existing Indicator Displayed

TAG :007
INDICATOR POSITION : 1ST
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

73 NOTE: When the user is done entering all new indicators within a given tag a carriage return in response to the prompt "INDICATOR POSITION", will be required to get out of the "N" command. This carriage return will cause to be displayed the last new indicator just entered. A second carriage return immediately thereafter will cause to be displayed the next known indicator record within the tag and each successive carriage return thereafter will cause the next known indicator record to be displayed, continuing for all tags in the file. In response to the prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK> the user may either: (1) skip to another indicator within the tag (See 74 NOTE), (2) skip to another tag and edit indicators within that tag (see 75 NOTE) or (3) terminate the session (See 75A NOTE).

ILS/USER:

```
ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >

TAG :002
INDICATOR POSITION : 2ND
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > A

INDICATOR POSITION: 2/ 1

 ENTER INDICATOR VALUE: 6

TAG :002
INDICATOR POSITION : 1ST
INDICATOR VALUE :6
TYPES :123456
INDICATOR MEANING :6 NON-FILING CHARACTERS

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

74 NOTE: The "A" command enables the user to travel within a given tag to get to another indicator. In the above example the user displayed a 2nd position indicator and then decided to return to a 1st position indicator. The ILS default is set to print out the position designator of the last displayed indicator. If the user wishes to remain within the same position designation within the given tag (in this case 2) only a carriage return need be entered in response to the prompt "INDICATOR POSITION". If, however (as in this example) the user wishes to travel within the given tag to an indicator with a different position designation, (in the case 1) the user must first type the other valid value and then press carriage return and, in response to the prompt "value", enter the desired indicator value (in this case "6") and another carriage return. Immediately thereafter ILS will display the desired indicator and editing of that indicator may commence.

75 NOTE: The "^" command enables the user to skip backwards or forwards to a new tag. If the user is finished editing one tag's indicator and wishes to continue editing another tag's indicator, the user must type "^" in response to the prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK>". ILS will reply with the next prompt "ENTER TAG". At this point the user must type in the number of the next tag to be edited.

ILS/USER:

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > ^
ENTER TAG: (carriage return)

OPTION: (carriage return)

? H

GOOD BYE

75A NOTE: In the event the user wishes to terminate the indicator editing session the "^" command is still employed in response to the prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK>". When ILS responds with the next prompt "ENTER TAG" the user must enter a carriage return. ILS will then respond with "OPTION". The user must then type another carriage return. When the "?" appears the user must type "H" for "halt". ILS will respond with "GOOD BYE" (See also 62 NOTE).

2.2.1.2 Procedure - How to Delete Indicators

Users may wish to delete indicators via the "D" command for various reasons. If several fields need to be edited it may be more expedient to delete the entire indicator and recreate it using the "N" command (See 72 NOTE above). In cases where the automatically generated blank indicators are not valid values the user has the option of editing the "value" field via the "V" command and the "meaning" field via the "M" command or deleting the entire indicator via the "D" command.

ILS/USER:

Tag To Be Deleted, Displayed

```
TAG :300
INDICATOR POSITION : 1ST
INDICATOR VALUE :9
TYPES :146
INDICATOR MEANING :NEW INDICATOR

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > D

INDICATOR VALUE '9' IN THE 1ST POSITION FOR TYPE 146 ... WAS JUST DELETED!!
```

Next Known Tag Displayed

```
TAG :300
INDICATOR POSITION : 2ND
INDICATOR VALUE :'BLANK'
TYPES :123456
INDICATOR MEANING :INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

ILS/USER:

Tag To Be Deleted, Displayed

```
TAG :003
INDICATOR POSITION : 2ND
INDICATOR VALUE : 9
TYPES :123456
INDICATOR MEANING :SURNAME

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > D

INDICATOR VALUE '9' IN THE 2ND POSITION FOR TYPE 123456 ... WAS JUST
DELETED!!
```

Next Known Tag Displayed

```
TAG :004
INDICATOR POSITION : 1ST
INDICATOR VALUE :1
TYPES :123456
INDICATOR MEANING :NOW ADDED ENTRY

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK >
```

76 NOTE: In order to delete an indicator the user must first display that indicator on the screen. Accessing the specific indicator desired may be accomplished by either using the carriage return to successively step down, or (within a tag) using the "A" command (see 74 NOTE), or (if traveling across tags) via the "^" command (see 75 NOTE). The user must type "D" in

response to the prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK " followed by a carriage return. ILS will respond by notifying the user "INDICATOR VALUE "n" IN THE 1st POSITION FOR TYPE n... WAS JUST DELETED!!" (Some terminals may also "beep" when this message appears on the screen.) ILS will then automatically display the next indicator within the tag. If, however, the deleted indicator was the last but not the only indicator for a given tag, ILS will next display the first indicator of the next tag.

76A NOTE: It is entirely possible that a user may inadvertantly delete the last and only indicator within a tag. By comparison, the deletion of the last (and only) subfield code within a tag causes a message to appear:

```
THIS IS THE ONLY SUBFIELD FOR TAG '002'
DELETE ENTIRE TAG?  NO/
```

This is done to protect the file from having a tag header without any subfield codes underneath (see 16A NOTE above). Deletion of the last and only indicator, however, will not cause the entire tag to be deleted. Should the user either inadvertently or purposely attempt to delete the last (and ONLY) indicator within a given tag, ILS will respond with:

```
THIS IS THE ONLY INDICATOR FOR TAG 'XXX'
DELETION OF THIS INDICATOR SHALL CREATE 2 BLANK INDICATORS
DELETE THIS INDICATOR Y/
```

This is done to insure that every tag must have 2 indicators, even if they are blank.

2.3 Printing Data

At the conclusion of an editing or creating session, users may wish to have a hardcopy output of the then most current version of a tag or indicator file. After having edited an indicator's meaning field or a tag's subfield code or header name, it is also likely that a user would want to see either (1) a hard-copy version of the way in which this data has been formatted by ILS for output, or (2) the edited data displayed on the CRT screen. It should be noted that in the cases of tag names,

subfield code name, indicator meaning fields and validation criteria, users may have to condense the text strings to accommodate the limited amount of space in the areas.

To see exactly how many characters were accepted by the system in each of these fields, ILS allows the user to either print or display on the CRT screen only those records desired. Tag data as well as indicator data may be either: (1) printed or (2) displayed on the CRT screen either immediately upon modification or upon the conclusion of an editing session (see Section 2.4). Section 2.3.1 below outlines the procedure for (1) either: printing or (2) displaying on a CRT screen tag data directly from the LOG ON sequence and Section 2.3.2 follows with the procedure for getting hard copy output or CRT display of indicator data.

2.3.1 Printing Tag Data Directly

ILS/USER:

OPTION: O,UTPUT TAGS

77 NOTE: To directly display on a CRT screen the entire tag file (or any part), the user must first LOG ON (see 1-8 NOTES) and then, in reply to "OPTION:" must type "O" (letter) and press carriage return. ILS will automatically display the rest of the text string "OUTPUT TAGS".

PRINT TO DEVICE:0/

78 NOTE: The prompt "PRINT TO DEVICE:0/ " signifies that ILS wants the user to enter the number of the device to which the print out will be sent. The system defaults to "0" as "0" means whatever terminal the user is on currently and does not have a distinct physical reference. If the user only wishes online display, a carriage return is all that need be entered for hard copy, however, the actual number typed here will be ILS site-specific. Check with ILS programming staff to acquire the number of the site printer. (See also 81A and 83 NOTE.)

LIST FROM TAG :000/_↵

79 NOTE: The ILS system is set to default to the numeric 000 tag, unless the user specifies another lower bound from which the output should begin. In the event the user wishes to have a segment of the listing instead of the entire listing, he should enter the number of the first tag to be printed out and then press carriage return. (See also 84 NOTE.)

LIST THRU: 999/_↵

80 NOTE: The ILS system is set to print to the end of the tag listing unless another upper bound is declared. In order to print a segment of the listing, instead of the entire listing, the user should enter the number of the last tag to be printed and then press carriage return. (See also 85 NOTE.)

The output device selected (See 77 NOTE) will now begin to print the full listing or segment listing selected. In the event printing does not commence, check printer hardware, all electrical connections and power switches to identify the source of the problem.

ILS/USER:

DO YOU WISH A LIST OF:

TAGS PRESENTLY INCLUDED IN THE LOCAL ILS DATA BASE ?

ALL POSSIBLE TAGS ?

(ENTER ILS OR ALL) > _↵

81 NOTE: If the user wants all tags listed (i.e., tags 000-999) ILS will ask the user whether to include all existing tags in the MBF or only those items in which the "local use" field is checked "YES". If the user enters "ALL", every tag record in the MBF will appear. If the user enters "ILS" only those tags actually used by the local site library will appear.

THAT'S ALL FOLKS!

OR

DONE!

81A NOTE: After displaying a listing of records on a CRT screen ILS will respond with "THAT'S ALL FOLKS!"

If the user, instead, wishes hard copy of the listing and directs ILS to print to device "n" (See 77 NOTE), ILS will respond with "DONE!" on the CRT screen, once the listing is fully printed.

2.3.2 Printing Indicator Data Directly

ILS/USER:

OPTION: L↵ 1ST (OUTPUT) INDICATORS

82 NOTE: To obtain a print out of indicator data, the user must first LOG ON (See 1-18 NOTES) and select option "L" for "LIST (OUTPUT) INDICATORS".

PRINT TO DEVICE: 0/_↵

83 NOTE: The ILS software requests the number of the device to which the printing will be assigned (see also 78 NOTE above).

LIST FROM TAG: 000/_↵

84 NOTE: The ILS software is designed to begin printing indicator data beginning with tag 000 unless the user specifies a different starting point (See also 79 NOTE).

LIST THRU :999/_↵

85 NOTE: The ILS software is designed to print through to the end of the file unless the user specifies another ending point (See also 80 NOTE).

After the carriage return has been entered, the printout should begin to be printed by the device to which it was assigned. In the event printing does not commence, the user should check the printer hardware, all electrical connections and power switches to identify the source of the problem. (If unsuccessful, consult ILS programming staff.)

ILS/USER:

DO YOU WISH A LIST OF:

TAGS PRESENTLY INCLUDED IN THE LOCAL ILS DATA BASE ?

ALL POSSIBLE TAGS ?

(ENTER ILS OR ALL) > _↵

86 NOTE: If the user wants a listing of all indicators corresponding to all tags in the MBF) (i.e., indicators for tags 000-999) ILS will ask the user whether to include all existing indicators in the MBF or only those items in which the tag's "local use" field is checked "yes". If the user enters "ALL" every indicator record in the MBF will appear. If the user enters "ILS" only those indicators corresponding to those tags actually used by the local site library will appear.

THAT'S ALL FOLKS!

OR

DONE!

86A NOTE: After displaying a listing of records on a CRT screen, ILS will respond with "THAT'S ALL FOLKS!"

If the user, instead, wishes hard copy of the listing, and directs ILS to print to device "n" (See 77 NOTE), ILS will respond with "DONE!" on the CRT screen.

2.4 Combining Activities

The above three Sections (2.1, 2.2, and 2.3) outlined the protocol sequences required to create and modify tag and indicator data and print them out. Section 2.4 details the procedures by which users may combine activities, i.e., first create a tag and then create its indicators or first edit the indicators and then have them printed.

Activities involving a change in the "OPTION" level command require that the user get out of the create/edit mode and "travel" up to the "OPTION" level. The following two subsections detail the procedure by which the user may "travel" up to the "OPTION" level from either the tag or indicators files.

2.4.1 Getting Out of the Tag File

When the user has completed work in the "TAG CREATE/EDIT" option, the "^" command must be used first to get out of the editing mode. The following scenario assumes that the user begins at the subfield editing command level, and illustrates the successive levels of "traveling" that one must go through from that stage to change options or conclude the session.

ILS/USER:

```
                                        TYPE
SUB                                (1) (2) (3) (4) (5) (6)
FLD  NAME                          SER BKS A/V MAP MUS MAN   INDEX LOCAL

a    SAMPLE OF TAG 005              Y                              Y

SELECT ELEMENT OF SUBFIELD TO BE MODIFIED > (carriage return)

                                        TYPE
SUB                                (1) (2) (3) (4) (5) (6)
FLD  NAME                          SER BKS A/V MAP MUS MAN   INDEX LOCAL

a    SAMPLE OF TAG 005              Y                              Y

**** ENTER COMMAND > (carriage return)      ← See 87 NOTE

OCLC TAG: 006      NAME: SAMPLE

MIIS NODE: "a"     INDEXED: NO      * REPEATS: 1  LOCALLY USED: YES

                                        TYPE
SUB                                (1) (2) (3) (4) (5) (6)
FLD  NAME                          SER BKS A/V MAP MUS MAN   INDEX LOCAL

a    SAMPLE OF TAG 006              Y                              Y

**** ENTER COMMAND > ^                      ← See 88 NOTE

LIST FROM TAG: 000/ ^

OPTION: * INVALID OPTION. '?' FOR HELP

OPTION:                                    ← See 89 NOTE
?H                                         ← See 90 NOTE

GOOD BYE
```

87 NOTE: In the above scenario the user was required to press "carriage return" to get out of the edit mode within subfield code "a" of tag 005. By pressing "carriage return" subfield code "a" reappears but this time followed by the ILS prompt: "ENTER COMMAND".

At the "ENTER COMMAND" level a second carriage return, if entered will cause to be displayed the next known record within the system (see (1) Stepping down in Section 2.1.2.3, Procedure - Editing the Subfield Codes). Users may commonly find themselves unable to get out of the tag file if they continue pressing carriage return at this command level.

88 NOTE: To leave the "ENTER COMMAND" level users must type "^". The "^" command may be used to either travel to another tag (See 75 NOTE) or to terminate the session (See 75A NOTE). If the user wishes to terminate the session it is necessary to enter a second "^" command in response to the prompt "LIST FROM TAG: 000/". This will cause the prompt "OPTION" to appear. At this level the only valid responses are the 9 option choices and the "^" which, if used here, will bring the user to the monitor level (See 90 NOTE). An invalid character entered at this point will cause the error message "INVALID OPTION '?' FOR HELP" to appear and ILS will then reprompt the user with "OPTION". The options available are listed in Section 2., Selection of Options.

89 NOTE: To quit a session entirely, enter a carriage return after "OPTION".

89A NOTE: If, however, the user wishes to select another option (e.g., print what has just been edited, or update the indicator file after having created new tags) the user may enter the first letter of the new option desired and a carriage return.

90 NOTE: If the user elects to log off the ILS, it will be necessary to enter "H" for halt in response to the monitor level command prompt "?" ILS will reply with "GOOD BYE".

2.4.2 Getting Out of the Indicator File

When the user has completed working in "INDICATOR CREATE/EDIT" mode, the "^" command must be used first to get out of the editing mode. The following scenario assumes that the user begins at the indicator edit level, and illustrates the successive levels of "traveling" that one must go through from that stage to change options or conclude the session:

ILS/USER:

```
TAG 001
INDICATOR POSITION: 1
INDICATOR VALUE: 'BLANK'
TYPES: 35
INDICATOR MEANING: INDICATOR IS BLANK

ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK > "^" ← See 91 NOTE.

ENTER TAG: (carriage return)↵                          ← See 92 NOTE.

OPTION: (carriage return)↵                             ← See 93 NOTE.

?H (carriage return)↵                                  ← See 94 NOTE.

GOOD BYE
```

91 NOTE: The ILS prompt "ENTER EDIT OPTION OR CARRIAGE RETURN IF DATA IS OK>" appears each time an indicator record has been edited and is redisplayed as corrected. The "^" command must be entered to get the user up to the next highest level "ENTER TAG". The "^" command will enable the user to either travel to a new tag, or terminate an indicator editing session. (This is the same for tag data too! See also 75 and 75A NOTES.)

92 NOTE: If the user wishes to "travel" within "INDICATOR CREATE/EDIT" it will be necessary to first go from the "ENTER EDIT OPTION ..." level up to the "ENTER TAG" level. (Use the "^" as per 91 NOTE above.) If, however, the user wishes to either (1) select another option or (2) terminate the session entirely, it is necessary that a carriage return be typed in response to the ILS prompt "ENTER TAG". This will cause the prompt "OPTION" to appear.

93 NOTE: Once at the "OPTION" level, the user may select any other option desired. A user could, for example, obtain a print out of all indicators or any sequential segment of indicators. If the user is unsure of what the option choices are, press "?" and carriage return. If the user enters an invalid character, ILS will reply "INVALID OPTION. '?' FOR HELP".

93A NOTE: If the user wishes to quit a session entirely, press "carriage return". This will cause the monitor level command "?" to appear.

94 NOTE: The user must type "H" to log off the ILS system. ILS will reply by displaying "GOOD BYE".

2.4.3 Getting Out of Printing - Tags and Indicators

The "OUTPUT TAGS" and "LIST (OUTPUT) INDICATORS" options enable users to obtain either hardcopy output or CRT visual display of either sections or the spectrum of tag and indicator data. This subsection outlines a common procedure for both tags and indicators and distinguishes between the steps required for either hard copy or CRT display (see Sections 2.4.3.1 and 2.4.3.2 below). Figures 2-3 and 2-4 illustrate the protocol for obtaining CRT display only for tag and indicator data, respectively.

2.4.3.1 Getting Out of CRT Display - Tags and Indicators

CRT display is the medium most commonly used to scan tag and indicator data. The procedure for getting out of CRT display mode is identical for both tags and indicators. Figures 2-3 and 2-4 outline the sequence for terminating CRT display of tags and indicators.

95 NOTE: When users assign output to their CRT screen, the reply to the "PRINT TO DEVICE" prompt must be "0" (number), (See 78, 83 NOTES). ILS will then display on the CRT screen the first record of the segment requested, and will pause until the user informs the system (by entering a carriage return) that the first record has been reviewed and that the next record should be displayed (see (1) Stepping down, Section 2.1.2.3). The system will continue to display sequentially each record from the set requested, until the last such record has been displayed. At this point ILS will prompt the user "THAT'S ALL FOLKS" and will revert to the monitor command level "?". The user may now type "H" for halt and the session will be terminated.

95A NOTE: In the event the user wishes to abort the display immediately, the user must then type "^" and a carriage return. ILS will respond with "(ABORT)" and then issue the prompt "OPTION". The user may either continue (by selecting another option) or terminate the session entirely by entering carriage return and then typing "H" to halt. ILS will reply with "GOOD BYE" (See 93-94 NOTES).

```
OCLC TAG: 001      NAME: SAMPLE

MIIS NODE: "!A"    INDEXED: YES       # REPEATS: 2  LOCALLY USED: YES

SUB                                          TYPE
FLD  NAME                              SER MON A/V MAP MUS MAN   INDEX LOCAL

a    EXAMPLE                            Y   Y   Y                  Y     Y
b    NUMBER OR NUMERATION               Y                              Y
> (carriage return)↵                      ← See 95 NOTE


OCLC TAG: 005      NAME: SAMPLE

MIIS NODE: "33"    INDEXED: NO        # REPEATS: 1  LOCALLY USED: YES

SUB                                          TYPE
FLD  NAME                              SER MON A/V MAP MUS MAN   INDEX LOCAL

a    SAMPLE                             Y                              Y
>^ (ABORT)↵                              ← See 95A NOTE

OPTION:↵
?H↵

GOOD BYE
```

FIGURE 2-3
CRT DISPLAY—GETTING OUT OF "OUTPUT TAGS"

```
OCLC TAG: 001              NAME: SAMPLE

IND                          TYPES
POS  INDICATOR    SER BKS A/V MAP MUS MAN   PURPOSE OR MEANING OF INDICATOR

 1    'BLANK'                      Y        INDICATOR IS BLANK

 2    'BLANK'     Y   Y   Y   Y   Y   Y     INDICATOR IS BLANK

> (carriage return)↵                        ← See 95 NOTE


OCLC TAG: 005              NAME: SAMPLE

IND                          TYPES
POS  INDICATOR    SER BKS A/V MAP MUS MAN   PURPOSE OR MEANING OF INDICATOR

 1    'BLANK'     Y   Y   Y                 INDICATOR IS BLANK

 2    'BLANK'     Y   Y   Y   Y   Y   Y     INDICATOR IS BLANK
>   (ABORT)↵                                ← See 95A NOTE

OPTION:↵
?H↵

GOOD BYE
```

FIGURE 2-4
CRT DISPLAY—GETTING OUT OF "LIST (OUTPUT) INDICATORS"

2.4.3.2 Getting Out of Hardcopy Output - Tags and Indicators

Occasionally users may have need for hardcopy of either a portion of or the entire tag and indicator files. This could conceivably occur when the data base is being built, allowing for verification of the data entered and other system integrity related operations. The only difference between getting hardcopy versus CRT display is that the user must know the device number for the local site's line printer to properly respond to the ILS prompt "PRINT TO DEVICE 0/" (See 78 NOTE). The procedure for identifying the segment of the file to be printed out is identical to Sections 2.3.1 and 2.3.2 and need not be repeated here.

In the event a user enters a number other than the correct (site specific) line printer device number, the line printer will not begin printing the data. If the line printer fails to begin printing after "LIST THRUxxx" and a carriage return has been entered, the user should immediately review the command sequence and verify that the correct device number was entered (at this point the cursor will appear blinking on the screen). If it can be determined that an incorrect value was entered, the user must hit the "BREAK" key, and restart the procedure from the LOG ON sequence (see sections 2.3.1 and 2.3.2).

If the correct device number was entered, the user should then inspect the hardware and electrical connections to make certain that all device switches and electrical connections have been properly set. If the problem remains unresolved, consult the ILS programming staff.

Once the correct device number has been entered, and the segment of the database desired has also been entered (i.e., "LIST THRU 999/xxx" and a carriage return has been entered) ILS will begin

printing the requested data. The CRT screen will read "DONE!" (See 81A and 86A NOTES) once all the output has been printed.

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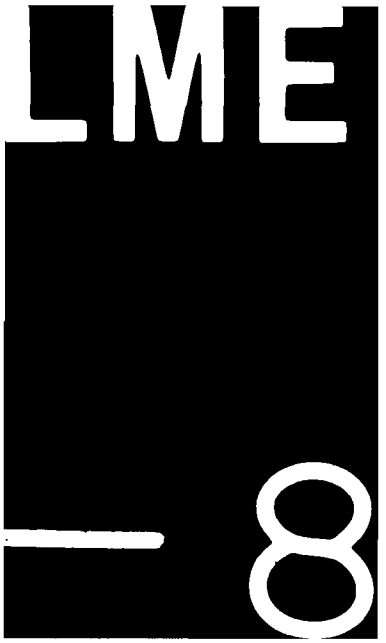
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